

**Part-Time Librarian Assistant – Teen Services and Technology – Paine Branch Library**

Onondaga County Public Library is seeking a qualified part-time Librarian Assistant to work 17 hours per week at the Paine Branch Library. The successful candidate works well with teens and has a mastery with various technologies used at the branch. The position requires a passion for planning programs and cultivating community partnerships. The Librarian Assistant will also help staff at the library by covering selected evening, Saturday and weekday shifts and may also be asked to fill in during scheduling emergencies at Paine Branch.

Paine Branch Library, one of eight branches in the city of Syracuse, is located in the Eastwood neighborhood on Nichols Avenue.

**Job Responsibilities:**

- Design, promote and conduct engaging library programs for teens and tweens
- Collaborate with staff to implement large-scale activities such as the Summer Reading Program
- Assist with collection development through purchase suggestions and the deselection of items
- Create a strong social media presence for Paine, update monthly event calendars as well as design flyers to promote library programs, resources and services
- Assist patrons of all ages by providing direct customer service including reference, readers' advisory, circulation functions and takeout services
- Help patrons use of a wide array of library resources and technologies through one-on-one instruction and group classes

**Required and/or preferred knowledge, skills and experience:**

- Excellent customer service skills
- Ability to work independently and meet deadlines
- Exceptional verbal and written communication skills
- Demonstrated knowledge of social media, LibCal, Canva, Microsoft Office and OnlyOffice

**Availability:**

- Able to work up to 17 hours per week, including some evenings and rotating Saturdays

**Pay Rate:**

- \$29.67 per hour

**Requirements:**

- Bachelor's degree from a regionally accredited college or university
- 1-3 years of relevant experience preferred
- Strong technology background

**To Apply:** Send resume and letter of interest by March 13, 2026 to Celeste Moore at [cmoore@onlib.org](mailto:cmoore@onlib.org) or mail to Paine Branch Library, 113 Nichols Avenue, Syracuse, NY 13206, attn. Celeste Moore

Paine Branch Library located at 113 Nichols Avenue, Syracuse, NY 13206  
Phone 315-435-5445 Fax 315-435-3553 [www.onlib.org](http://www.onlib.org)  
Amanda Perrine, Executive Director

Beauchamp Branch \* Betts Branch \* Hazard Branch \* Mundy Branch  
Paine Branch \* Petit Branch \* Soule Branch \* White Branch